

DEPARTMENT OF THE ARMY
 SAVANNAH DISTRICT CORPS OF ENGINEERS
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 SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
 NO. 700-1-3

1 October 1997

Logistics Management
 POLICIES AND PROCEDURES

This regulation supersedes numerous District Regulations which covered all Logistics disciplines. It also incorporates recent changes to those superseded regulations and provides the Logistics customer with a consolidated easy reference guide to Logistics policies and procedures.

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This regulation supersedes DR 750-1-1, 25 Nov 94, DP 55-1-1, 15 Apr 88, DR 56-1-1, 1 Dec 92, DR 700-1-1, 15 Feb 93, and DR 700-1-2, 15 Jul 91

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CHAPTER 1

GENERAL

1. Purpose. To establish policies, authority, and procedures to acquire services and conduct Logistics operations within the Savannah District.

2. Applicability. This regulation applies to all offices in the Savannah District.

3. References.

- a. AR 405-70
- b. ER 700-1-1
- c. ER 37-2-10
- d. ER 56-2-1
- e. ER 56-3-1
- f. EP 750-1-1
- g. JTR Vol II
- h. ER 735-1-1

4. Administrative Details or Procedures. The Logistics Management Office (LMO) is responsible to the Commander to conduct business and provide services in the areas of Supply, Transportation, Maintenance, and Facilities, and provide these services In Accordance With (IAW) all regulations referenced above.

CHAPTER 2

TRANSPORTATION

2-1. Motor Pool Operations.

a. Hours of operation. **The motor pool hours of operation are between 0700 and 1700, Monday through Friday.** Any activities not within the hours of operation must be coordinated with the Transportation Officer at extension 5336.

b. Vehicle reservations. All vehicles must be reserved before the vehicles are dispatched. Reservations are on a first come-first served basis. Limited flexibility is allowed on the type of vehicles requested. To make reservations the user or his/her designate can call the motor pool at (912) 652-5396/5336 or 5395. When making the reservation the dispatcher needs the following information: name of the driver, type of vehicle requested, the dates for the trip, and the destination of the trip.

c. Purchase Request and Commitment (PR&C). To use a government vehicle the requesting employee must initiate a PR&C. The PR&C is completed in the Corps of Engineers Financial Management System (CEFMS). The requester or originator must estimate the number of days and miles that will be used, and have the proper resource code for the vehicle(i.e. GSEDANS, GTRUCK GP-1, or GTRUCK GP-2). The user must originate two line items; one for days and one for miles. Once the PR&C is originated, it must have the supervisor's approval and certification.

d. Acquiring a vehicle during normal hours of operations. On the day of the trip, the driver must report to the motor pool and give the dispatcher the name of the person for whom the vehicle is reserved. The driver will receive the keys to the vehicle, the log-book, sign for a Wright-Express gas card, and if needed, sign for a garage access key. The driver must give the dispatcher a PR&C number for the use of the vehicle. (See above sub-paragraph for vehicle PR&C and Chapter 3-5 for use of the Wright-Express gas card).

e. Returning to the motor pool during normal hours of operation. The driver will turn in the log-book, keys, Wright-Express gas card, garage access key, and any gas receipts to the dispatcher. The log-book must be correctly filled out to include the ending odometer reading, the mileage traveled, and if needed

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the amount of fuel purchased. The vehicle should be refueled before returning to the motor pool. If the driver observed any problems with the vehicle, the Transportation Officer should be informed at this time.

f. Acquiring the Vehicle after normal hours of operation or during the weekend. If a driver is leaving after normal hours of operation or during the weekend, it is the driver's responsibility to coordinate with the motor pool for dispatching a vehicle in advance. The driver is allowed to obtain the keys, log-book, Wright-Express card, and garage access key during normal hours of operation the day before the Temporary Duty (TDY) is to begin. The car will remain in the motor pool until the employee is ready to depart. At NO TIME will a government vehicle be taken to the driver's residence or anywhere not appropriate to the normal conduct of government business.

g. Returning the vehicle after normal hours of operation or during the weekend. If a vehicle is returned after normal hours of operation or during the weekend, the driver must correctly fill out the log-book and place the book in the silver box located in the basement of the district office. The keys, Wright-Express gas card, gas receipts, and garage access key (the key is needed to gain access into the garage, not out of the garage) are to be placed in the slot of the locked drop-box. The motor pool employees will retrieve the items upon reporting to work on the next duty day. If any problems with this occurs, the driver must inform the motor pool employees first thing on the next duty day.

h. Storage of a Privately Owned Vehicle (POV) in the motor pool. The driver of a government vehicle is authorized to leave a POV in the motor pool **only** if TDY is overnight. Employees not going overnight are not authorized to park a POV in the motor pool. The parking of POV's in the motor pool is a one for one exchange, therefore only one person is allowed to park a POV in the motor pool. The driver must leave one set of keys to the POV with the motor pool employees. The keys to the POV will be kept in the motor pool office unless the employee is returning after hours. If this is the case, the keys will be placed in the POV.

i. Motor Pool Personnel Duties.

(1) Issue keys, Wright-Express gas cards, log-books, and garage access keys to out-going personnel.

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(2) Ensure that the dispatch sheet and log-book are filled out correctly, and that the Wright-Express gas card and the garage access key are signed out by the driver.

(3) Upon the return of the vehicle, log in the vehicle, the Wright-Express gas card, and the garage access card.

(4) Ensure that the keys are returned and check the log-book for accuracy.

(5) Make proper entries in CEFMS, charging the user for actual miles and days of use.

(6) Check the vehicle for cleanliness and fuel.

(7) Report any deficiencies to the Transportation Officer or Maintenance Coordinator.

(8) Responsible for any other duties as instructed by the Transportation Officer.

2-2. Field Office Operations.

a. For the use of a government vehicle, the parking of POV's and the use of the Wright-Express gas cards, employees are to conform to the local policy of the field office supervisor.

b. PR&C's are requested in bulk for the vehicles of field offices, and the usage and mileage is reported to the district office at the end of each month.

2-3. Non-Availability of a Government Vehicle.

a. Privately Owned Vehicles. An employee may use a POV if a government vehicle is not available. The supervisor may direct travel by any mode (e.g., Government or commercial air, bus, train). However, a supervisor can not require the employee to use a POV for official travel. If a certain mode of travel is directed and another mode of travel is used, reimbursement at the minimum rate is authorized. When use of a POV is approved by the supervisor as the best means of travel, reimbursement is authorized at the standard rate per mile. If the supervisor does not approve using a POV and one is used anyway, reimbursement is authorized at the minimum rate per mile. In either case, reimbursement is only authorized for the driver.

b. Statement of Non-Availability. If an employee requests a government vehicle and one is not available, the employee may use a POV. However, the employee must obtain a signed Statement of Non-Availability from the transportation office. This statement must be submitted with the employee's travel voucher.

c. Rental Cars. If a government vehicle is not available and the employee does not wish to use a POV, a rental car may be authorized. Car rentals are to be handled by the Carlson-Wagonlit representative (912) 652-6066 located on the first floor of the district office. The employee must call ahead to reserve a vehicle and present to the Carlson-Wagonlit representative a copy of the travel orders, the dates for the rental, the type of vehicle, and the pick-up/drop-off times for the vehicle. The Carlson-Wagonlit representative will handle all the arrangements for rental of the vehicle. The smallest vehicle to accomplish the mission will always be rented.

2-4. Use of Government Quarters. When an employee's overnight travel is to a government or military installation, the employee must occupy government quarters. If the employee does not occupy government quarters, a Statement of Non-Availability or a Non-Availability Confirmation Number must be obtained from the installation billeting office and submitted with the employee's travel voucher. A Statement of Non-Availability may be obtained telephonically, however the employee must put the confirmation number on the travel orders. If an employee does not stay in government quarters or have a Statement of Non-Availability, reimbursement for housing will be at the per diem rate for government quarters.

2-5. Travel Orders. Travel orders are originated in CEFMS. To request travel by commercial air, the employee must enter the code TP (TRNSPN REQ - PLANE) for air travel which the government is paying for. The cost code is 4 - TRANSPORTATION AMT - GOVT TRANS REQUEST, the actual cost of the airline ticket. If an employee is purchasing the ticket, the code is CP - COMMERCIAL PLANE and the cost code is 3 - COMMERCIAL TRNS AMT - TRAVELER, for the price of the airline ticket, and it must not exceed the government rate for airline travel.

2-6. Travel by Charter Aircraft. The use of charter aircraft is usually reserved for the District Engineer (DE). Any other element who wishes to fly by a chartered aircraft must forward a request to the DE's office for approval. After approval, contact the travel office for reservations. All charter flights are charged to American Express Corporate Card. Preparation of

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travel orders should be the same as commercial air (TP-TRNSPN REQ - PLANE). Contact the LMO travel office for an estimate of the charter flight.

2-7. Travel by Commercial Airlines.

a. Reservations. Government and military personnel who are performing TDY will make reservations through Carlson-Wagonlit. Reservations should be made as far in advance as possible. The office can make reservations for airlines, rental cars, and hotels. Travel orders are not needed to make a reservation, however two (2) copies are required to pick-up the tickets from the travel representative. Upon receiving the travel orders, the Carlson-Wagonlit representative will input the information into their travel system, and issue the employee a ticket and an itinerary. Employees are to review the itinerary for correct travel information (i.e. destination, time of departure, time of arrival, rental car information, and hotel reservations). An advance copy of the itinerary is available upon request. If reservations are made and tickets purchased by an employee, the reimbursed amount is not to exceed the government rate.

b. Frequent Flyer Miles. The mileage points received from an airline ticket while on official TDY belongs to the U.S. Government. There are no exceptions. Even if the government cannot use them, they may not be used for personal travel. These mileage points can be used only in connection with official travel. They may not be used for travel on permissive TDY or while on leave. The employee may use the points to upgrade seating while on TDY, but not to first class. If the flight has only two classes of seating, no upgrade is allowed. It is not required, but recommended that an employee maintain separate accounts for personal travel benefits and those benefits earned while on official TDY travel.

c. Upgrades to first class air. Joint Travel Regulation (JTR) and Joint Federal Travel Regulation (JFTR) prohibits first class air travel except in three narrowly construed situations. The Secretary of the Army's approval is required if any of these exceptions are used. However, this does not mean that an employee may never upgrade to fly first class while TDY. An employee may upgrade in the following situations:

(1) An employee may use Frequent Flyer benefits earned while on personal travel.

(2) An employee may use his/her own funds to upgrade.

(3) An employee may accept an on-the-spot upgrade that is not being offered because of grade or position.

(4) An employee may use a coupon that was received because of membership in an airline club by virtue of the number of miles flown with the airline, even if some or all were flown on TDY. However, this must be a no-cost upgrade, meaning that the employee did not cash in official mileage points to gain membership to the club or exchange official points for the coupon.

d. Delays in Flights. If an employee is bumped by the airline, they may provide the employee with a hotel room, meals, and a coupon for a round-trip ticket anyplace in the U.S. All such benefits belong to the government. The employee's travel voucher should reflect no cost for the hotel and per diem will be reduced accordingly for the meals. The coupon for a round trip ticket can only be used for future government travel. If an employee volunteers to be bumped and received these benefits, the benefits belong to the employee, however the delay must not interfere with or delay the mission, nor should the government incur any additional costs because of the delay. The employee's travel claim must reflect this personal time.

2-8. Travel by Train. It is the responsibility of the employee to make train reservations and purchase the train tickets. However, the cost of the trip is not to exceed the government rate for travel, and travel will be limited to the amount of time for travel from the point of origin to the duty station by commercial air. If the travel by train exceeds the limit, the time falls under Reconstructive Travel. (See paragraph 2-12)

2-9. Foreign/Overseas Travel.

a. For foreign travel employees must notify the travel office at the earliest time possible. A country clearance is required for most foreign travel. Country clearances require at least thirty (30) days notice. The travel office will obtain authority from Headquarters United States Army Corps of Engineers (HQUSACE) to proceed with the clearance and inform the employee of all necessary documents for overseas travel.

b. Employees must contact Carlson-Wagonlit for the necessary airline, hotel, and rental car reservations (see paragraph 2-7-a).

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c. The following documents are needed before a clearance is requested:

(1) ENG-Form 4960-R: Request for Approval of Foreign Travel.

(2) DA Form 2374-R: Notification of Foreign Visit.

(3) Passports and Visas

d. The travel office will type a clearance message on DD Form 173-2 (Joint Message Form) and forward it to IM-PR for transmission.

e. It is advised that employees traveling to foreign countries check with the travel office for any restrictions on personal items when entering and leaving a foreign country.

f. If the scheduled flight is for over fourteen (14) hours, a twenty-four (24) layover is authorized for the employee.

2-10. Passports/Visas.

a. The Passport Office located at Hunter Army Airfield will assist government employees with passport/visa applications. The Passport Office is located in building 1286, directly across from the Post Exchange. The telephone number is (912) 352-6416.

b. The employee should go to the Passport Office with an old passport or a birth certificate with a raised seal. The Passport Office will assist the employee with the necessary forms, take the required pictures, and mail the application to the State Department.

c. When the passport or visa is processed, the personnel at the Passport Office will notify the employee to pickup his/her passport or visa. Government employees do not need travel orders to process the passport/visa application, however the employee is required to have a valid travel order to pick up the passport or visa.

d. Employees should begin the application process as soon as they become aware of the possible need for a passport or visa. The entire process takes approximately six weeks to complete.

2-11. Reconstructive Travel. Reconstructive travel is travel

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that has been reconstructed as if the employee had flown to his/her destination. Example: An employee is directed to go to New Orleans, La. for TDY. The employee decides to take a POV and drives Saturday and Sunday instead of flying. The employee is only eligible for reimbursement for three quarters of a day's per diem Sunday (the day of the flight), and is not eligible for any per diem Saturday. The same rule applies for the return trip.

2-12. Permanent Change of Station (PCS).

a. 1st Duty station allowances.

(1) Employee is allowed mileage, per diem, movement and storage of House Hold Goods (HHG) **ONLY**.

(2) Movement of 18,000 lbs. and 90 days of temporary storage of HHG is allowed.

b. PCS moves within Continental U.S.

(1) Employee is allowed mileage, per diem, movement and storage of HHG.

(2) Dependents are allowed per diem.

c. Miscellaneous expense.

(1) Employee w/dependents - \$700.

(2) Employee only - \$350.

d. Mileage rates for PCS moves:

Employee	- - - - -	.15 per mile
Employee + 1	- - - - -	.17 per mile
Employee + 2	- - - - -	.19 per mile
Employee + 3	- - - - -	.20 per mile

e. Per diem computation.

(1) For the employee, per diem rate is based on \$30 per day for meals and incidentals plus average cost of lodging not to exceed \$50. (AVERAGE COST OF LODGING IS BASED ON SINGLE RATE OF MOTEL ROOM. It is the employee's responsibility to find out single rate and annotate on receipt.) Per diem shall not be

paid for travel of 12 hours or less incident to a change of official station within CONUS.

(2) Per diem for dependents:

(a) Spouse - 3/4 of employee rate.

(b) Dependent 12 years or older - 3/4 of employee rate.

(c) Dependent under 12 years - 1/2 of employee rate.

f. Temporary Quarters Subsistence Expenses (TQSE) allowance. TQSE is authorized in 30 day increments for a total of 60 days. Any extension to the 60 days initial authorization must be approved by the Transportation Officer and routed through the appropriate division chief. Extensions will only be granted in cases where the employee had full intentions of occupying a permanent residence prior to the end of the initial 60 day authorization.

	<u>Employee</u>	<u>Dependents</u> <u>12 & Over</u>	<u>Under 12</u>
1st 30 Days (per day)	80.00	60.00	40.00
2nd 30 Days (per day)	60.00	45.00	30.00

PLEASE NOTE THAT CLAIMS FOR TEMPORARY QUARTERS MUST BE FILED ON ENG FORM 4743-R, NOT DD FORM 1351-2. Motel receipts and dry cleaning receipts and a statement declaring whether meals were home or commercial must accompany this form.

g. House hunting trip. Ten days round-trip allowed for employee and spouse. The trip may be made after a transportation agreement has been signed, but IT MUST BE MADE BEFORE REPORTING FOR WORK AT THE NEW DUTY STATION. Claims must be made on DD Form 1351-2 with any motel receipts attached. THE NUMBER OF DAYS TAKEN ON A HOUSE HUNTING TRIP WILL BE DEDUCTED FROM THE LAST 10 DAYS OF TEMPORARY QUARTERS.

h. Movement of household goods. All movement of HHG will be accomplished by use of Government Bill of Lading (GBL). A self move will be authorized only in those cases where a very small amount of HHG are being shipped and it is evident that a move other than GBL is more advantageous to the government.

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i. Temporary storage. Ninety days of temporary storage is allowed. Any extension must be approved by the Transportation Officer.

j. How to file a PCS claim.

(1) DD 1351-2: This form will show actual time of departure from old duty station and arrival at new duty station. This form is used to file all claims on permanent change of station.

(2) ENG Form 4743-R: This form will be used to file for temporary quarters subsistence expenses. No other form may be used. Attach all motel and dry cleaning receipts and complete all parts of the form.

(3) DD Form 1705, Application for Reimbursement of Expenses Incurred by DOD Civilian Employee Upon Sale or Purchase (or both) of Residence Upon Change of Duty Station: This form will be used to claim real estate expenses. Closing statements or receipts for forfeited security deposits must be submitted with this form.

(4) CESAS Form 1195, Certification for Miscellaneous Expense: This form can be obtained from the Finance & Accounting Office or the following statement may be typed on the voucher: "I certify that I have discontinued my residence at my old duty station and have established a residence at my new official duty station."

(5) Advances for PCS travel are issued in 30 day increments and the person collecting the advance must be officially added to Savannah District's CEFMS. Settlement vouchers (DD 1351-2) must be filed within 15 days.

(6) A copy of the PCS travel order must be attached each time a claim is filed.

(7) For any questions refer to the PCS Guide booklet, contact the district travel office, or call (912) 652-5426.

2-13. Actual Expense Authorization (AEA).

a. The authority to approve/disapprove a request for AEA is delegated by the Commander to the Chief of Logistics Management, **only.**

b. Any request for AEA must be submitted prior to the travel beginning and must containing the following information:

- (1) Dates the travel is to be performed.
- (2) Why the normal authorized per diem is not sufficient.
- (3) Where the conference, meeting, or training is to be conducted.
- (4) The grade or rank of the senior person in attendance.
- (5) A statement confirming that a thorough check of hotels in the area has been made and lodging is not available within the authorized per diem.

c. Travelers should not occupy lodging above the authorized per diem amount without prior approval.

d. When AEA is approved, a copy of the memorandum of approval must be filed with the traveler's records along with other mandatory documents.

e. The CEFMS travel voucher will only accept approved lodging rates. If the approved per diem lodging rate for a given area is \$65 and the actual expense is approved for \$75, the amount of \$65 is entered in the main body of the travel voucher and \$10 per night should be entered in the miscellaneous portion of the voucher with "Authorized AEA" listed as the miscellaneous item.

f. Any questions related to AEA should be directed to the Chief, Logistics Management at extension 5776.

CHAPTER 3

MAINTENANCE

3-1. Oil Analysis. Oil Analysis will be taken in accordance with the monthly list provided by the Army Oil Analysis Program (AOAP) Lab. Samples and Form DD 2026 will be sent to the lab at Hunter Army Airfield for testing. Upon completion of the test, the results will be sent to the district maintenance office. If an abnormal result is found, the Transportation Officer will notify the appropriate office and that office will follow the instructions from the lab to correct the problem, to include re-sampling and/or change the oil if and when necessary. Any questions regarding AOAP or entering a piece of equipment into the program should be directed to the District Transportation Officer at (912) 652-5336.

3-2. Emergency Service/Breakdowns and Repairs.

a. General Services Administration (GSA) Vehicles - If a GSA vehicle breaks down the operator must call the GSA Maintenance Control Center's 24 hour toll free number at 1-888-622-6344. Call this number to speak with a technician for vehicle repair information. GSA will designate where the vehicle is to be repaired. Upon completion of the repairs, all invoices should be given to the vehicle manager, who will forward them to the local GSA Representative.

b. Corps Owned Vehicles.

(1) Project Vehicles - For repairs, the operator should take the vehicle to a local vendor or contractor, and if necessary, use the office's International Merchant Purchase Authorization Card (IMPAC) for all transactions. If towing service is needed, contact the Field Office Maintenance Coordinator to provide transportation.

(2) Revolving Fund Vehicles - For repair, the operator should take the vehicle to a local vendor or contractor, use the office's IMPAC and the office must call the transportation office at the district for a CEFMS work item number. This will then charge the repairs back to the district. Upon completion of the repairs, send the original invoice to the district transportation office. If towing services are needed, contact the Field Office Maintenance Coordinator or the District Maintenance Coordinator.

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3-3. Accidents.

a. GSA Vehicle - If an accident occurs, the operator must fill out the accident packet (which includes Standard Form 91) located in the glove compartment of each vehicle. Obtain a completed police report, contact GSA at the listed telephone number, and notify the District Safety Office at (912) 652-5485.

b. Corps Owned Vehicles - If an accident occurs, the operator must fill out ENG Form 3394. Obtain a completed police report, and contact the District Safety Office.

3-4. Routine Maintenance and Services.

a. GSA Vehicles - GSA will designate when, where, and what type of services are to be conducted on each vehicle. The operator will receive a notification of services from GSA. Upon completion of the required services, the project manager will send GSA the completed form with the current mileage of the vehicle and the date the services were completed.

b. Corps Owned Vehicles - The operator will take the vehicle to a local vendor or contractor for all services. The services will then be paid for by the office's credit card (IMPAC). (see Paragraph 3-2-b for the difference between Project and Revolving Fund vehicles).

3-5. Fueling.

a. All vehicles and equipment will be fueled using the Wright-Express Gas Credit Card.

b. When queried by the vendor for a Personal Identification Number (PIN), the operator must input the number. Also the operator must input the current mileage of the vehicle along with the PIN. This number is found inside the log-book or will be given to the operator when the vehicle or equipment is dispatched. If any problems occur with the Wright-Express gas card, contact Wright-Express Customer Service at the 24 hour toll free number located on the back of the card. If the number is not on the back of the card, call 1-800-947-4472.

c. Turn in all receipts to the dispatching office and record the amount of fuel received on the trip ticket (ENG Form 3662, Jun 81).

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d. For Corps Owned Vehicles, the license tag number must be recorded on the fuel receipt.

3-6. Roles And Responsibilities.

a. Maintenance Officer- LMO:

(1) Develop local policies and procedures as necessary to implement the material maintenance management program.

(2) Monitor the maintenance program and advise the Chief, LMO, of changes necessary to improve local maintenance policies and procedures.

(3) Conduct semi-annual vehicle and maintenance inspections of all field sites, the Engineer Depot, and all division elements to ensure that material standards are being complied with.

(4) Conduct annual written evaluation and review of the material maintenance program within the district.

b. Maintenance Managers: (appointed by the Savannah District Division/Office Chiefs)

(1) Ensure that scheduled and unscheduled maintenance of all personal property is performed expeditiously and by the most economical means available. Perform duties in accordance with Engineer Regulation (ER) 750-1-1.

(2) Oversee Maintenance Coordinators within their activity.

(3) Perform other duties as prescribed by maintenance regulations and policies.

c. Maintenance Coordinators: (appointed by the Maintenance Manager)

(1) Perform duties in accordance with ER 750-1-1, Chapters 2 and 3.

(2) Responsible for the maintenance of specific items(s) of equipment or for groups of equipment.

(3) Coordinate dispatching functions and procedures.

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(4) Receive Equipment Maintenance Checks and Service (EMCS) and determine if the equipment is operational and safe for use.

(5) Ensure that maintenance data is maintained and transferred to permanent records.

(6) Ensure that scheduled and unscheduled maintenance is performed.

(7) Responsible for upward reporting requirements through maintenance channels.

(8) Responsible for tracking and complying with warranty requirements.

(9) Maintain operator records and maintenance records.

d. Operators: (appointed by office supervisor)

(1) Receive equipment from the Maintenance Coordinator.

(2) Ensure the safe operation of the equipment at all times.

(3) Check and maintain proper fluid levels in the equipment at all times.

(4) Ensure that the vehicle has been refueled before turn-in.

(5) Complete the dispatch form and turn in all records, receipts, keys, credit cards and garage cards upon completion.

(6) Report any maintenance problems or short comings to the Maintenance Coordinator immediately upon discovery.

CHAPTER 4

SUPPLY

4-1. Purchase of Office Supplies.

a. All office supplies will be purchased via IMPAC by each office. The GSA Customer Supply Center Catalog will be utilized for quick ship directly to the card holder by calling (770) 463-6000. To place an order, you will need your activity address code, which is 964312, and an access code, which you will assign yourself by completing GSA Form 3525. This form is located in the back of your Customer Supply Center catalog; only complete blocks 1, 2, 3, 5, 12, 13, 14a., 14c., 14d, and 14e. Items not purchased from the Customer Supply Center Catalog may be purchased via the ADVANTAGE Program on the internet. The web address for ADVANTAGE Program is "<http://www.gsa.gov>". The ADVANTAGE Program requires you to use a secure browser such as Netscape or Explorer. If you use your credit card to order from ADVANTAGE, you won't need a password or access code.

b. LM-S will approve all PR&C's for supplies, equipment, and property items. Service PR&C's will not route through LM-S unless the incorrect resource code is used. PR&C's for LM-S approval are routed to the Army Personal Property Management System (APPMS) automatically via CEFMS. The Property Book Officer (PBO) will import PR&C's for approval twice daily, once in the morning and again in the afternoon. Individual PR&C approval is not possible on this system because ALL PR&C's ready for LM-S approval are imported at the same time during the transmission. Don't call the PBO for individual PR&C approval unless the purchase is an emergency and the mission cannot be accomplished without the immediate purchase of the item(s).

4-2. Delivery and Receiving. Purchases made by credit card will be delivered to the loading dock at the federal building, 100 W. Oglethorpe Avenue, Whitaker Street entrance. They will be accepted by a Logistics team member and delivered to the desk of the card holder. Once again, the address code for the Federal Building if ordering from GSA is 964312. Property items, large items such as furniture, and items purchased using other methods such as delivery or purchase orders will be delivered to LM-S, Engineers' Depot, Hutchinson Island. At this time, all property items will be bar-coded by the PBO, inspected, and prepared for delivery to the end user. The address code for Hutchinson Island if ordering from GSA is 964309. Receiving reports for items

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purchased by credit card will be done by the card holder. Receiving reports for items purchased by other methods will be done by the end user when their item(s) are received. They will be delivered to the loading dock at the federal building. For any GSA or Defense Logistics Agency (DLA) items ordered for you by LM-S personnel, you must forward a copy of your PR&C to LM-S. LM-S will only order items that cannot be ordered by your credit card holder. All approvals, including final obligations will be done by the requesting office, not LM-S personnel.

4-3. Mandatory Sources. Excess property must be checked prior to ordering any item other than office supplies. Call LM-S to see what we have on hand. We also keep excess lists from other Corps Districts. DLA, UNICOR, and the Association for the Blind and Handicapped are still mandatory sources, and must be consulted prior to ordering any item from other sources. Open market sources should only be used if items cannot be acquired from the above mandatory sources. UNICOR requires that you get a waiver prior to purchasing any of their items from other sources.

4-4. Items LM-S Will Continue to Stock. We will continue to stock copier paper, Corps mailing envelopes, letterhead paper, hard hats, light bulbs, numerous parts, supplies, and equipment for the Core Drill and Survey Units, and the Operations facility located at the Engineers Depot, Hutchinson Island.

4-5. Disposal of Excess Property. When you have property on hand that is excess to your needs, call the PBO at extension 5961. He will complete the necessary paper work, ENG Form 4900-R, Property Control Receipt (PCR) and have the property physically removed from your area. The property will be placed in the LM warehouse where it will be held until final disposition takes place. Excess property in serviceable condition must be circularized throughout the Corps of Engineers for a period of 30 days. If no one requests the property, it will be physically moved to the Defense Reutilization & Marketing Office (DRMO) for donation screening and/or sale. Personal computers and related equipment are usually donated to a school system after being circularized by the Defense Automation Resources Information Center. Small quantity hazardous materials or wastes may be disposed of by LM-S. Call the Chief, LM-S, for pickup.

4-6. Labor Services. LM has three laborers and one Lead laborer. If labor services are required by your office for reasons other than office moves, call the Chief, LM-S at extension 5409. Otherwise, call the Facilities Manager at extension 5192.

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4-7. Warehouse Requisitions. To acquire supplies, parts, or equipment stocked by LM-S, submit a warehouse requisition, CESAS Form 1198. This form should be submitted to the Materials Handler in LM-S where the order will be filled for delivery or pickup. Items issued by the supply warehouse (listed in Paragraph 4-4) will be charged back to the user on a quarterly basis.

4-8. Property Accountability.

a. The Hand Receipt Holder (HRH) and Sub-Hand Receipt Holder (SHRH) are responsible for maintaining accountability of property appearing on their official hand receipt account listing. Supervisors no lower than branch level (or equivalent) will normally be designated as HRH's. Division and Office Chiefs are responsible for notifying the PBO of anticipated departures of a HRH and designating a new HRH. HRH's are to sub-hand receipt items to user lever, i.e., if an employee has a computer, calculator, radio, camera in his/her possession, the items are to be sub-hand receipted to them. Call the PBO for instructions on how to accomplish this.

b. Lost, damaged, stolen, or destroyed property is to be reported to the PBO within two working days after knowledge of the incident. This can be done by telephone and the PBO will instruct you on how to complete a DA Form 4697 - Report of Survey (ROS) and how the ROS system works.

c. Internal changes, transfers, or turn-ins of property will be reported to the PBO immediately. You will use the PCR to control the flow of property within your area.

d. If property is received in the HRH's area that has not been bar-coded, the PBO is to be notified immediately so the property may be bar-coded.

e. One hundred percent inventory of property within the Hand Receipt Account (HRA) listing will be accomplished annually by the HRH. The HRH will be notified by the PBO in writing of the date and time of the inventory. The PBO will assist in the inventory if requested by the HRH. The inventory will be accomplished by scanners and an inventory results listing will be provided the HRH to reconcile the findings with the property book record. If there are overages, action must be taken to return property to the proper HRH, transfer to the proper HRA, or turn in as excess. Once again, the PCR will be used to accomplish

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this. If shortages occur, the property must be physically located or a DA Form 4697, ROS, submitted within 15 calendar days. After the hand receipt has been reconciled with 100% accounting of all items, the HRH will sign the HRA listing. The PBO will produce and annually distribute the HRA listing. Once the HRH has inventoried all items and signed the account print-out, the original will be returned to the PBO.

f. The HRH may allow the use of privately owned property within their area of control. The ENG Form 4878 will be used to identify this property. The "Privately Owned Property Tags" may be obtained from the PBO.

g. If property is to be temporarily removed for repair, a PCR will be partially completed. Fill in blocks 1, 2, 3, 7 & 8. The vendor/representative physically removing the property will fill in blocks 4, 5, & 6. The PBO will sign in block 9, make a copy for the vendor/representative, and a copy for the HRH. The vendor/representative then takes his/her copy to the Chief, LMO for final approval in order to leave the premises with the property.

h. If property is to be temporarily removed for reasons other than repair, a PCR will be partially completed. Fill in blocks 1, 2, 3, 5, 6, & 7. The PBO will keep the original and a copy will be kept by the HRH to be filed with his/her HRA listing until the property is returned.

i. If property is to be loaned to an individual outside the HRHs supervisory area of responsibility, the PCR must be signed for between HRHs. Complete blocks 1, 2, 3, 4, 5, & 6. The HRH receiving the property will retain a copy to be filed with his/her HRA listing; the HRH loaning the property will do the same.

j. If property is to be loaned to an individual outside Savannah District, the HRH loaning the property will complete a PCR completing blocks 1, 2, 3, 4, 5, 6, 7, & 8. The HRH will prepare a memo with the necessary information about the loan, i.e., reason for loan, length of loan, and name and address of party accepting responsibility for the property. The property being loaned, memo, and the PCR will be sent to the PBO. He will sign block 10 and retain a copy for suspense. A signed copy will be sent to the HRH. Arrangements for shipping the property will be handled by LM-S personnel.

4-9. Terms.

a. Access code - A code assigned to the card holder to access the customer supply center. Complete GSA Form 3525, assign your own code, and fax or mail it to GSA.

b. Activity address code - the six digit code assigned to your delivery address. Federal Building - 964312, Engineers' Depot - 964309.

c. ADVANTAGE Program - An on-line shopping service where you can order by using your IMPAC Visa without needing any access codes or passwords.

d. Excess Property- Property that is considered excess to the needs of Savannah District or other corps districts.

e. Hand Receipt - A document used as a formal record denoting acceptance of and responsibility for personal property.

f. Hand Receipt Account (HRA) - A list of non-expendable property assigned to a Hand Receipt Holder.

g. Hand Receipt Account Number (HRA Number) - A number assigned to each area of responsibility.

h. Hand Receipt Holder (HRH) - The individual selected at the Division or Branch Chief level who is responsible for the care, use, and safe keeping of the property within the accountable area.

i. Inventory - A physical count of all accountable property.

j. Inventory Reconciliation - A match between physical counts and the accountable records to identify and adjust accountable records when in disagreement with the physical count.

k. Mandatory Sources - Sources government agencies are required by law to use.

l. Open Market Sources - Private industry sources.

m. Pilferable Property - Property of any dollar value that is portable and easily misplaced, taken, or stolen, and which

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should be secured when not in use, i.e., calculators, pocket recorders, portable terminals.

n. Property Book - Record book kept in LM-S in which are listed the quantities and classifications of equipment for CESAS.

o. Property Book Officer (PBO) - An individual appointed in writing by the Commander to centrally oversee personal property assigned to the District.

p. Quick ship - Shipment in 24 hours with many orders shipped the same day and delivered the next, no extra charges. The prices already include shipping and handling.

q. Secure browser - An on-line service that allows you to access the ADVANTAGE Program. Since you will be using your Visa Card, a browser that is considered "secure" is required by GSA.

r. Serviceable Condition - Property assigned condition codes A through E.

s. Sub-Hand Receipt Holder (SHRH) - An individual who acknowledges receipt of pilferable property from the HRH of his/her branch on copy 2 (yellow) of the Property Hand Receipt, ENG Form 4866, ENG Form 4900-R, or an internal control listing established by the HRH.

t. UNICOR - Federal Prison Industries.

CHAPTER 5

FACILITIES

5-1. Overtime Utilities. Normal operating hours of the JGL Federal Building are 0600-1800 hours Monday through Friday, excluding holidays. To obtain lights and air conditioning after 1800 on workdays and on weekend and holidays, a request (CESAS Form 1117) must be submitted to the Facilities Manager no later than 1200 noon on the day for which the service is requested and 1200 noon on days preceding weekends and holidays. The request may also be submitted by CCmail, receipt requested. If you have not received a CCmail receipt before the deadline, hand carry a request to LM. Exact dates, times and building quadrants MUST be noted in the request as well as name and extension #. Use of overtime lights and air will be charged to the requesting office on a quarterly basis.

5-2. Movement of Furnishings and Partitions. All requests for re-location or installation of furnishings and partitions must be submitted to the Facilities Manager. Minor re-locations such as moves involving up to 3 work stations can be explained to the Facilities Manager. Major re-locations such as movement of an entire section or branch will require drawings. In most cases, these drawings will be prepared by in-house designers and will be charged to the requesting office as well as other charges for labor or data/phone line installation. Funds to cover the cost of these re-locations must be processed within CEFMS prior to the commencement of the work.

5-3. Renovations and Major Construction. Any renovations or construction to the facility must be approved by GSA. The requester will be furnished a firm price to accomplish the work and work will be performed by the GSA partition contractor. The Facilities Manager will function as the District's COR on all renovation and construction contracts with GSA. Pre-construction conferences will be scheduled and attended by GSA, the partition contractor, the requester, and the Facilities Manager. Any disagreements will be solved prior to start of the project.

5-4. Frequent, Re-occurring Requests. Requests such as conference room arrangement, dysfunctional cabinets, replacement of light bulbs, temperature adjustments, etc, will be submitted by CESAS Form 1117 or CCmail to the Facilities Manager. The Facilities Manager will contact the appropriate component to accomplish the work. Team members may contact GSA at ext 4043

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for emergencies only, when the Facilities Manager or other LMO personnel cannot be contacted.

5-5. Furniture Purchased for the Facility. All anticipated purchases for furniture and fixtures for the JGL Federal Building will be approved by the Facilities Manager. The Facilities Manager's approval is needed to ensure that purchases are IAW the established decor of the facility and that components are compatible to connect with present partitions or modular furniture. The process will also give the Logistics Office a chance to check excess inventory for any items on hand, as well as ensuring that the proper source of procurement is used.

5-6. Conference Room Scheduling. There are nine jointly used conference rooms within the federal building. These conference rooms must be scheduled prior to use. Projectors, podiums, and screens needed for meetings or conferences may be obtained by calling the Logistics Office at ext 5975. Listed below are the available conference rooms, seating capacities, and points of contact for scheduling these rooms.

<u>NAME</u>	<u>Seating</u>	<u>POC</u>
Bid Opening Room	20	x5902 (CT)
Oglethorpe Room	12	x6150 (EN)
Rooms 1015/1019	25	x5421 (LM)
Savannah Room	20	x5384 (PM)
Whitaker Room	12	x5341 (OP)
EN Conf Room	10	x5228 (EN)
Barnard Room	10	x5203 (RE)
Abercorn Room (Trng)	25	x5528 (IM)

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DISTRIBUTION: C & D
Plus CESAS-LM (15)
CESAS-IM-PR (5)
CESAS-IM-PL (2)